

# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

SECRETARY OF THE SENATE

17 SEP 20 PM 3: 16

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
- ☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Battelle Energy Alliance and the ClearPath Foundation

Travel date(s): August 29-31, 2017

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$1200.60	\$205.66	\$58.54	
<input checked="" type="checkbox"/> Actual Amount				

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

Meetings and events did not differ from itinerary (see attached).

9/20/17  
(Date)

Carlton T Lone  
(Printed name of traveler)

[Signature]  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

9/20/17  
(Date)

[Signature]  
(Signature of Supervising Senator/Officer)

Date/Time Stamp:

## EMPLOYEE PRE-TRAVEL AUTHORIZATION

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Carlton Travis Cone

Employing Office/Committee: Office of Senator Shelley Moore Capito

Private Sponsor(s) (list all): Battelle Energy Alliance and the ClearPath Foundation

Travel date(s): August 29 - 31, 2017

*Note: If you plan to extend the trip for any reason you must notify the Committee.*

Destination(s): Idaho National Laboratory, Idaho Falls, Idaho

Explain how this trip is specifically connected to the traveler's official or representational duties:

Senator Capito is the Chair of the Environment and Public Works Committee's Subcommittee on Clean Air and Nuclear Safety. As Senior Energy Advisor, I handle energy and environment issues for the Senator. The Idaho National Laboratory specializes in nuclear energy development, which is directly relevant to the Subcommittee's jurisdiction.

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

7/26/17  
(Date)

  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Shelley Moore Capito hereby authorize Carlton Travis Cone  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

07/26/2017  
(Date)

  
(Signature of Supervising Senator/Officer)

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Battelle Energy Alliance and the ClearPath Foundation
2. Description of the trip: This trip will provide a tour of the Idaho National Lab facilities relating to nuclear energy research and development for congressional staff.
3. Dates of travel: August 29-31, 2017
4. Place of travel: Idaho Falls, Idaho
5. Name and title of Senate invitees: Travis Cone, Legislative Assistant to Senator Capito
6. I certify that the trip fits one of the following categories:
  - ☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
  - OR
  - ☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
  - AND
  - ☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:
  - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
  - AND
  - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).



9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

**OR**

☒ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

**OR**

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

The Idaho National Laboratory is located in Idaho Falls, Idaho. The lengthy long distance air travel from Washington, DC requires two over night stays to accommodate a one-day tour event.

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Together, the Battelle Energy Alliance and the ClearPath foundation have developed a one day agenda for this congressional staff trip. The ClearPath foundation will sponsor the traveler's airfare while the Battelle Energy Alliance will sponsor hotel accommodation, meals, and ground transportation.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:  
See attached document.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

The Battelle Energy Alliance has sponsored a trip for a House of Representatives staff member.

The ClearPath Foundation does not have a history of sponsoring congressional trips.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

See attached document.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$800 flight - \$0 ground transportation - Battelle Energy Alliance owned vans will be used to transport congressional staff	\$182.00	\$127.50	

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This tour was arranged with regard to congressional participation. It is similar to tours that BEA provides for all other visitors.

18. Reason for selecting the location of the event or trip

The Idaho National Laboratory is located in Idaho Falls, ID.

19. Name and location of hotel or other lodging facility:

Marriott Residence Inn (or equivalent) in Idaho Falls, ID. The hotel is not booked at this time.

20. Reason(s) for selecting hotel or other lodging facility:

Proximity to Idaho National Laboratory and per diem rate.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The daily expenses match the per diem rates for official Federal Government Travel.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Coach transportation will be provided.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: Sarah Chilton

Name and Title: Sarah Chilton, Governmental Affairs Specialist

Name of Organization: Idaho National Laboratory / Battelle Energy Alliance

Address: 955 L'Enfant Plaza, SW, Suite 6000A

Telephone Number: (202) 475-2218

Fax Number: \_\_\_\_\_

E-mail Address: sarah.chilton@inl.gov

**Senate Ethics Committee  
Primary Trip Sponsor Form**

13. The Idaho National Lab is part of the US Dept. of Energy's complex of national Laboratories. It is operated by the Battelle Energy Alliance for the US Dept. of Energy. The Idaho National Lab is the nation's leading center for nuclear energy research and development.

The Idaho National Lab's mission is to discover, demonstrate and secure innovative nuclear energy solutions, other clean energy options and critical infrastructure.

The ClearPath Foundation is a 501(c)3 nonprofit organization dedicated to accelerate conservative clean energy solutions by working with policy makers and industry.

The Battelle Energy Alliance, with the ClearPath Foundation, wishes to provide an educational tour and briefings for congressional staff that highlight the nation's important nuclear energy research and development work. This is a unique opportunity to see this work first-hand.

15. The Battelle Energy Alliance has participated in educational activities on Capitol Hill including congressional staff educational briefings and caucus sponsored events such as National Lab Day on the Hill. In Idaho Falls, the Battelle Energy Alliance is involved in numerous STEM programs that focus on early exposure for youth, and promote education and inclusion in STEM fields.

Signature of Travel Sponsor: Spencer Nelson

Name and Title: Spencer Nelson, Policy Associate  
Name of Organization: ClearPath Foundation  
Address: 611 Maryland Ave NE, Washington DC 20002  
Telephone number: 919-491-4778  
Fax Number: N/A  
Email address: nelson@clearpath.org

## Cone, Travis (Capito)

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**From:** Chilton, Sarah M <sarah.chilton@inl.gov>  
**Sent:** Tuesday, July 18, 2017 4:04 PM  
**To:** Cone, Travis (Capito)  
**Cc:** Spencer Nelson  
**Subject:** Invitation to tour the Idaho National Laboratory  
**Attachments:** INL CP congressional staff visit 8-30-17.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good afternoon Travis,

I am writing to invite you to visit the Idaho National Lab Wednesday, August 30. The purpose of this visit is to provide an opportunity to see nuclear energy R&D first hand and discuss the future for advanced reactors. Please see the attached agenda for additional details.

The ClearPath Foundation, whose mission is to accelerate conservative clean energy solutions by working with policy makers and industry, has generously offered to co-sponsor this trip with the Idaho National Lab (the contractor is the Battelle Energy Alliance). Together, we will cover the cost of your travel and work with you through the process with the Ethics Committee.

Please confirm your interest by Monday, July 24 as the paperwork for the Ethics Committee is due no later than 30 days out from travel. Please note this invitation is not transferable.

Thank you for considering this invitation and please contact me if you have questions or need additional information.

More information on the Idaho National Lab can be found here: [inl.gov](http://inl.gov) More information on ClearPath can be found here: [clearpath.org](http://clearpath.org)

Sarah

--  
Sarah Chilton  
Governmental Affairs  
Idaho National Laboratory  
(202) 475-2218



**Sponsors: Battelle Energy Alliance and ClearPath Foundation**

**Draft Agenda**

<b>Tues, Aug 29</b>	<b>Travel to Idaho Falls, ID</b>
<b>Weds, Aug 30</b>	<b>Tour Day</b>
8:00am	INL welcome and overview
8:30am	Depart for Advanced Test Reactor Complex (ATR)
9:30am	Tour Advanced Test Reactor
10:30am	Depart for Transient Reactor Test Facility (TREAT)
10:45am	Tour TREAT
11:45am	Depart for Materials and Fuels Complex (MFC)
12:00pm	INL hosted lunch with MFC overview
12:45pm	Tour Hot Fuel Examination Facility
1:30pm	Tour Space Battery
2:30pm	Depart for Idaho Falls
3:30pm	Briefing on Critical Infrastructure and Cyber Security
4:30pm	Closeout meeting with Laboratory Director Mark Peters
5:30pm	Dinner – advanced reactor discussion
<b>Thurs, Aug 31</b>	<b>Travel Day</b>

**Invitee**

Will Batson  
Travis Cone  
Andrew Zach

## Office

Sen. Luther Strange  
Sen. Shelley Moore Capito  
House Energy and Commerce

# United States Senate

## SELECT COMMITTEE ON ETHICS

August 16, 2017

Travis Cone  
Office of Senator Shelley Moore Capito  
United States Senate  
Washington, DC 20510

Dear Mr. Cone:

This responds to your recent correspondence concerning an invitation you received to participate in a site visit to the Idaho National Laboratory, in Idaho Falls, Idaho on August 29-31, sponsored by Battelle Energy Alliance (BEA) and the ClearPath Foundation (ClearPath). BEA and ClearPath certified to the Select Committee on Ethics (the Committee) that they will pay the *necessary expenses*<sup>1</sup> related to the travel and that they are neither lobbyists, nor lobbying firms, nor agents of a foreign principal, and they are not otherwise acting as representatives or agents of a foreign government. However, BEA and ClearPath have certified that they are organizations designated under § 501(c)(3) of the Internal Revenue Code<sup>2</sup> that retain or employ registered lobbyists and that no registered lobbyist will accompany you at *any point throughout your trip*.<sup>3</sup>

Based on information and materials available to the Committee, and assuming the **actual** travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip **may be accepted** under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, BEA and ClearPath are neither registered lobbyists nor lobbying firms under the Lobbying Disclosure Act of 1995, nor agents of a foreign principal under the Foreign Agents Registration Act (and are not otherwise acting as representatives or agents of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the

<sup>1</sup> The term "necessary expenses" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

<sup>2</sup> 26 U.S.C. § 501(c)(3).

<sup>3</sup> The term "any point throughout your trip" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2.

completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel.**

Finally, Senate Rule 34 requires a reporting individual,<sup>4</sup> on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,



Deborah Sue Mayer  
Chief Counsel and Staff Director

Enclosure: Travel Checklist

<sup>4</sup> A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$124,406 for CY 2017) or is a political fund designee and is required to file Financial Disclosure Reports.